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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans and Policy Staff

DATE: 16 November 1956

SUBJECT: Weekly Activities Report — No. 46

I. COMPLETED PROJECTS

1. 5% Training Policy

a. External, on-the-job training at the Air Technical Intelligence Center was approved for OSI employees.

b. Eight job training programs conducted by the Management Staff were not approved pending modifications in the curricula.

2. New Building

Terms of reference of particular interest to OTR with regard to the CIA Library and library services in the new building were forwarded to Chairman of the Library Committee.

II. NEW PROJECTS

5% Training Policy

Twenty-four descriptions of courses of training conducted by DD/S components and one description of OO conducted course were received for review and approval.

III. PROJECTS IN PROCESS

1. 5% Training Policy - Presently under revision are requests for approval of:

a. One job training course in the Office of Security

b. Five job training courses conducted by FBID/OO.

2. War Training Annex to Global War Plan - First draft completed.

3. Training Requirements for the Clandestine Services - Forms being revised; other components have been asked for modifications necessary to their sections.

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JOB NO. FILE NO. DOC. NO. 6 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S SECRET JUST 22
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4. Annex J, War Training Annex, Middle East War Plan.
5. New Building Space Directive "D" - To be reviewed with Deputy Chief, Administrative Branch.
6. OTR Regulation, "Publications" - First draft prepared.
7. OTR Regulation, "Review of Non-OTR Training"
8. Redraft of Career Opportunities in the American Intelligence Service. Three sections completed; A&E final section in preparation.

IV. MEETINGS ATTENDED

1. IBM Records for Registrar - [] together with Messrs. [] of Administrative Branch, and [] of A&E Staff, reviewed the proposal for an IBM system for the Registrar's records with [] of the Management Staff. The group concluded that:

a. There is no compelling reason for placing the Registrar's records on IBM cards.

b. The present manual records system, if simplified, will meet the requirements on the records and will be more economical than a machine records system.

c. The Form 1025, used for the 5% training reports procedure, can be utilized as the basic file card.

2. The CSTC approved the proposal submitted by IAS offering language training to employees' wives. The memorandum has been forwarded to security for concurrence.

V. OTR PUBLICATIONS

1. OTR Bulletin - Chiefs of Staffs and Schools are requested to advise the attendees at staff meetings that news items, course announcements, articles and other contributions for the December issue must reach the Editor within the next few days - 21 November at the latest.

2. OTR Catalog - In process at PSD/LO; expectance date, 15 December; advance copies of the Long-Term Schedule of Courses are promised on or about 26 November.



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